

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Luncheon Briefings for the Brookings Institution

FROM: Director of Logistics

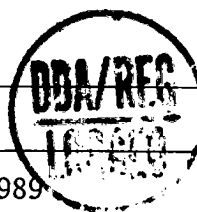
EXTENSION

NO.

OL-4129-89

DATE

15 December 1989



TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Administration

2. 7B24 OHB

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TC'd 12/15/89 - This is the hard copy follow up.

DD/A REGISTRY
FILE: TC-OL-89

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OL-4129-89
15 December 1989

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Logistics

SUBJECT: Luncheon Briefings for the Brookings Institution

REFERENCE: Memo from Acting Deputy Director for Admi.,
dtd 6 Dec 89, Subj: Luncheon Briefings for the
Brookings Institution

In response to the request for staffpersons to participate as table hosts for subject briefings, I have asked the following individuals to represent the Office of Logistics:

- [] Chief, Facilities Consolidation Staff.
[] can discuss plans for consolidating facilities in the Washington area as well as more general issues of space management. Her office address is []
- [] Chief, Headquarters Division, Facilities Management Group. [] is concerned with the day-to-day physical operation of the Agency's headquarters, and is conversant with all aspects of the management of Agency facilities. His office address is 5X02 NHB, telephone []
- [] Chief of Logistics at NPIC. [] can speak to the logistics requirements of a major Agency component and how these requirements are met. His office mailing address is 1C640 Building 213, telephone []

[Handwritten signature]

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